HR MANAGER ADMINISTRATION

DISTINGUISHING FEATURES

The fundamental reason the HR Manager Administration exists is to administer, supervise, coordinate, and provide management leadership and coaching to the Resource Center in Human Resources. Oversees technical and administrative staff responsible for HRIS/Technology, Benefits, Employee Programs, Recruitment & Selection, and Administrative support. Provide high quality service to the organization and to the citizens. Work is performed under general direction of the HR Director.

ESSENTIAL FUNCTIONS

Provides management leadership and coaching to foster a strong resource center team to operate a progressive and customer service oriented department through quality goals and cross training initiatives.

Supervises the accurate and timely processing of the City's benefit programs; reconciliation and payments to providers, enforcement of FMLA and COBRA requirements, the development of open enrollment material, the completion and accuracy of open enrollment, monitors work flow, reviews and evaluates work output, methods, and procedures.

Supervises the accurate and timely processing of the City's recruitment and selection, exit, bereavement, and other administrative processes as it relates to the resource center, monitors work flow, reviews and evaluates work output, methods, and procedures.

Supervises the accurate and timely processing of the City's employee programs; reconciliation and payments to contractors, the development of new and on-going programs, City Store operations, monitors work flow, reviews and evaluates work output, methods, and procedures.Provides strategic guidance on technology planning, implementation, and the coordination between other areas of the City to meet the needs of Human Resources in the areas of program development, HR website, and the partnership between HR and Payroll.

Enhance marketing and communication to increase customer awareness and feedback about services.

Serves as a member of the management team to address overall needs and concerns. Recommends operational policy, develops and initiates long range plans, enforces and communicates policy decisions in the Division; prepares comprehensive reports and assists in presentations concerning operational and/or long range planning issues.

Oversees the financial aspects of the division including budget development, trust management, develops and implements financial training for division staff, works with staff to monitor budget centers, tracks revenue, and makes recommendations for streamlining and improvement.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities
Knowledge of:
Human Resource Management
Benefits Administration
Office Information Systems
Budget Administration
Technology, in particular HRIS
Microsoft Office software such as Word, Excel, and PowerPoint

Ability to:

Accomplish objectives through innovative management techniques, promoting teamwork and continuous improvement.
Demonstrate mutual respect for people at all levels.
Listen and communicate effectively (verbally and in writing) and establish and maintain good working relationships with, co-workers, the general public, and professionals in related fields.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
Supervise and administer a comprehensive human resources program requiring the ability to observe, review and check the work of staff members to ensure conformance to standards.
Operate a variety of standard office equipment including a computer terminal, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.
Maintain regular consistent attendance and punctuality.

Education & Experience
Any combination of education and experience equivalent to a bachelor's degree in a related field and three years management and supervisory experience in a demanding customer service environment.

FLSA Status: Exempt   HR Ordinance Status: Unclassified